



Marketing and Stewardship Officer: Part-time Contract

The Guelph Community Foundation is a leader in the charitable sector, through donor engagement and effective granting we build community. The Foundation is looking for an energetic, conscientious and detail oriented individual who enjoys making a difference, being part of a team and prides themselves on telling engaging stories. This part-time role is a One Year contract commencing September 1st, 2023. Working in a hybrid office environment you will be engaged with many outstanding individuals across our organization and throughout our community.

The ideal candidate will be key to promoting the Foundation through media, events and fundholder stewardship. This individual is often engaging with many stakeholders and directing information flows. The role reports to the Executive Director and provides administrative support directly to the Executive Director and team.

REQUIREMENTS/QUALIFICATIONS:

- You will have experience within the charitable sector
- Requires strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- Must be highly resourceful and a confident independent worker
- Post secondary education in administration or related discipline
- Excellent computer skills are required. The successful candidate will have considerable practical experience with Excel, Word, Outlook, Adobe, Wordpress, MailChimp and Hootsuite. (Foundant database software knowledge an asset)
- Ability to juggle multiple projects and achieve deadlines with superb accuracy
- Attendance will be required for some scheduled committee meetings outside of regular office hours
- Knowledge of The City of Guelph and Wellington County is an asset

Position Overview:

Marketing and Events

- Co-ordinate and participate in the Foundation AGM, team meetings and other key events
- Oversee the maintenance of, and content creation for, digital communication platforms including website, socials and press releases, to ensure all information is consistent, AODA compliant, and up to date
- Work with Strategy committee to ensure that communications align with Strategic plan
- Co-ordinate our signature fundraising and awareness event in December Spirit of the Season
- Content preparation for Annual Impact Report and coordination with graphic designer
- Promotion of the grants across the community
- Plan the volunteer appreciation events such as the summer and winter social
- Provide administrative support to Events and Fundraising Working Group, Stewardship Working Group and Strategy Committee

Stewardship

- Provide administrative support to the Stewardship Working Group and assist in fundholder appreciation activities
- Support administration of fundholder and donor communications
- Management of CanadaHelps portal and pages
- Supporting Fundholders fundraising initiatives as appropriate
- Monitor multiple email inboxes and direct communications to relevant parties

We offer attractive, hourly compensation, and are flexible to find working schedule to meet needs of the candidate and GCF obligations. **This Part-time position is a one-year contract at 16 hours per week.** Pay range will be between \$22-25 depending on experience. This position is covered by legislated benefits [EI, CPP, vacation pay of 4%] and all statutory holidays.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

Please send your resume and cover letter to admin@quephcf.ca by August 18th, 2023

The Guelph Community Foundation is committed to including equity and diversity in its practice by being responsive to individuals' needs, and deliver equitable outcomes for all, regardless of their aboriginal status, race, colour, culture, ethnicity, language/linguistic origins, ability, socio-economic class, age, ancestry, nationality, religion or faith, sex, gender (identity & expression), sexuality, sexual orientation, mental or physical condition, family status, residency/migration status in Canada and all other forms of oppression that a person may experience.

The Guelph Community Foundation is an equal opportunity employer who values the diversity of individuals in our programs and services. If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.